


City of Memphis



Division of Human Resources

Inter-Office Memorandum

To: Councilman Kemp Conrad

From: Jill M. Madajczyk, Deputy Director Human Resources 

Date: May 21, 2013

RE: Civil Service Ordinance Revisions

Of the various changes we discussed relating to the Civil Service Ordinance, the following revisions can be made without the need to amend the Charter. Given the time it will take to seek the Charter Amendment and in an effort to take steps to alleviate the backlog of cases, we suggest the following amendments be advanced immediately.

Sec. 3-12-1. - Composition.

There shall be a commission to be known as the civil service commission of the city. Such commission shall be composed of seven members who shall be appointed by the mayor, with the approval of a majority of the council. Members of the commission shall be resident citizens of the city or shall maintain their principal place of business within the city.

(Code 1985, § 9-21)

Sec. 3-12-3. - Oath of commissioners.

Each civil service commissioner shall take the following oath:

"I, _____, having been appointed to the Civil Service Commission for the City of Memphis, Tennessee, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Tennessee, the laws and ordinances of the City of Memphis, Shelby County, Tennessee, that I will faithfully conduct myself while I serve, and that I will not become connected with, or interested in, directly or indirectly, any contract with the City of Memphis. I will be neutral and unbiased in my decisions., so help me God."

(Code 1985, § 9-23)

Sec. 3-12-4. - Compensation.

The city council may establish, by resolution, compensation for members of the civil service commission. Beginning on July 1, 2013, all commissioners shall be entitled to compensation for participation in any civil serve hearing at the rate of \$400 per full day and \$200 per one-half (1/2) day. Additionally, the commissioner charged with drafting the findings of fact and conclusions shall be entitled to an additional \$100 in compensation.

(Code 1985, § 9-24)

If these changes meet with your approval, I will forward the suggestions to the various individuals for comment and input.